


<p>SUPERIOR COURT OF CALIFORNIA</p>  <p>COUNTY OF ALAMEDA</p>	<p>JOB ANNOUNCEMENT</p> <p>EOE/ADA *</p> <p><small>*If you need assistance with the application process because of a disability, please call (510) 271-5153 or TDD 465-3929.</small></p>	<p>24 HOUR JOB HOT LINE #</p> <p>(510) 208-3906</p> <p>www.alameda.courts.ca.gov/courts</p>
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FISCAL ASSISTANT I / II

SALARY RANGE:

Fiscal Assistant I: \$1,232.89 - \$1,497.59

Fiscal Assistant II: \$1,345.44 - \$1,592.30

Plus employee benefit package

(2.5% Cost of Living Adjustment effective February 19, 2006)

FILING DEADLINE:

Tuesday, January 3, 2006 at 5:00 p.m.

FILING REQUIREMENTS:

Send completed application form and supplemental questionnaire to:
Superior Court of California, County of Alameda
Human Resources & Labor Relations Bureau
1225 Fallon Street, Room 105
Oakland, CA 94612

The Superior Court of California, County of Alameda is accepting applications for the position of Fiscal Assistant I/II. Under general supervision, the incumbent performs a variety of accounting clerical work, including preparation, interpretation, validation, examination and reconciliation of detailed fiscal, financial and statistical records; and performs other related duties as assigned. This is a flexibly staffed classification and may be filled at either the I or II level. The current job vacancy is assigned to the Finance Bureau in Oakland.

TYPICAL DUTIES

1. Prepares deposit of cash receipts from Court transactions; verifies cash; prepares deposit slip; enters transactions into computer; delivers deposits; balances and prepares summaries of daily receipts; prepares a variety of reports, including collection reports, accounts receivable aging reports, and transfer of tax funds to cities; and prepares warrant requests for transfer of tax funds.
2. Prepares billing of government agencies and title companies for services rendered; prepares forms and fees for transfer of case files to other counties; prepares notices for returned checks and posts to accounts receivable book; reconciles bank statement; and reviews warrants for accuracy, proper endorsements and any potential discrepancies.
3. Prepares requests for warrants and completes appropriate forms and reports for transmittal of trust funds to State, jury fees, refunds of trust deposits, fees for vital records, filings to the State/Registrar, and excess fees refunds; processes expense claims for reimbursement; processes returned checks, bail bonds and bail forfeitures; and reviews claims, checks, warrants and vouchers for arithmetical accuracy for legality and budget classification where guidelines are clearly established.

TYPICAL DUTIES – (Continued)

4. Enters purchase order data into computer spreadsheets; prepares on-going encumbrance reports and reconciles the Court's expenditures; tracks transfer of funds between accounts; monitors payment records of outstanding encumbrances; reconciles actual expenses with budgetary expenses; informs superiors of account shortages; prepares capital inventory reports tracking equipment moves to user; computes and processes bills; accepts payments and writes receipts and deposit slips; and performs other related cashiering duties.
5. Assists the public at counter; accepts monies and issues receipts for various fees and reimbursement of returned checks; completes necessary transaction forms; provides general information and directions; balances cash register at the end of the day; and processes payments by phone and mail.
6. Processes requisitions and inter-departmental service orders; receives and delivers or stores supplies; maintains a perpetual inventory and record of maintenance and operation fund, service records of office machines and mileage claims records; and compiles routine statistical reports.
7. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Fiscal Assistant I: The equivalent to one year of full-time accounting clerical experience, including routine fiscal record-keeping work.

Fiscal Assistant II: The equivalent to three years of full-time accounting clerical experience, including routine fiscal record-keeping work.

KNOWLEDGE AND ABILITIES

Knowledge of business arithmetic, including percentages and decimals; basic terminology, practices, procedures and methods used in financial and statistical record keeping; proper use of modern office machines and equipment, including personal computers, keyboard and mouse, fax machine, copier and 10 key calculator; effective oral and written communication techniques; word processing, spreadsheet and database software applications and technology tools and best practices of governmental accounting.

Ability to perform accurate arithmetic calculations; input data with accuracy; operate standard office equipment and personal computer; understand and apply specific fiscal record-keeping procedures; understand and use a variety of business computer software, including word processing, spreadsheet and database applications; prepare a variety of general and statistical documents and reports; organize work, set priorities and complete work in a timely manner; maintain confidentiality of information; exercise initiative and utilize sound judgment within established guidelines; establish and maintain effective working relationships with Court staff, government agencies and members of the public; communicate effectively orally and in writing; and work independently and as a member of a team.

GENERAL INFORMATION

This is a full-time, non-management position. Employment is contingent upon the successful completion of fingerprint check, and the provision of appropriate identifying documents to certify eligibility to work in the United States. This position includes a one-year probationary period. Please be advised that finalist must be fingerprinted for criminal record check purposes and that continued employment is contingent upon information received in the report.

GENERAL INFORMATION – (Continued)

Benefits include medical and dental insurance for employee and dependents, mandatory retirement plan, accrual of 13 sick leave and 10 vacation leave days per year, 13 holidays per calendar year, life insurance, Employee Assistance Program and optional deferred compensation plan.

The examination process will include three components:

- (1) An initial screening of all application materials received by the filing deadline, including Court employment application and supplemental questionnaire.
- (2) A review of the applications and supplemental questionnaires to select the best qualified candidates for the oral interview.
- (3) An oral interview that will be weighted as 100% of the candidate's final score. The oral interview may contain situational exercises.

Failure to submit all the required application materials will result in disqualification in the examination and selection process.

The Court reserves the right to limit the number of candidates invited to the testing process to include only the best qualified candidates should a large number of candidates apply. Successful candidates in the initial application review will be considered further in the selection process.

The components of this recruitment and examination process are subject to change.

*Application forms may be obtained at the
Human Resources & Labor Relations Bureau,
1225 Fallon Street, Room 105, Oakland,
8:00 a.m.-5:00 p.m., Monday-Friday,
at our website, www.alameda.courts.ca.gov/courts
or by calling our 24-Hour Job Hotline at 510-208-3906.*

Dist: All SCT; official bulletin boards; Craigslist; Div Rcrmt Dir; SEIU Business Representative
Opened on December 16, 2005 with an application filing deadline of January 3, 2005.

FISCAL ASSISTANT I / II
SUPPLEMENTAL QUESTIONNAIRE

The examination process consists of an initial review of candidates' applications and supplemental questionnaires to verify possession of the minimum qualifications. Applicants who best meet the qualifications for this position will be considered further in the selection process.

A properly completed Supplemental Questionnaire must be submitted with your application. The questionnaire and the application form will be used in evaluating your qualifications. Please answer the following questions on a separate sheet of paper and submit with your completed application form by 5:00 p.m. on the last day for filing. *Failure to submit a Supplemental Questionnaire will result in disqualification.*

1. Do you possess a minimum of one year of full-time accounting clerical work experience? If so, please describe.

☐ Yes ☐ No

2. Do you possess experience working with computerized accounting systems? If yes, please provide the name of the system and describe the tasks you performed on the system.

☐ Yes ☐ No

I hereby certify that all information presented is true and based on my background, skills and work experience. I agree and understand that misstatements or omissions of material facts herein may forfeit my rights to any employment in the service of the Superior Court of California, County of Alameda.

SIGNATURE:

DATE: